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# EFfCI GMP for Cosmetic Ingredients

## 2017 Edition for Auditors, Suppliers and Users

### Course Overview

This course lasts for 1 1/2 days.

A comprehensive update of the EFfCI GMP for Cosmetic Ingredients has ensured it is now fully aligned with the ISO 9001 2015 Quality Management System standard. New clauses in ISO 9001:2015 have been reflected in relevant requirements for GMP for cosmetic ingredients. In addition a full review of the Certification Scheme has taken place clarifying many aspects of certification across the industry. Finally but not least, a section has been included to show how the GMPs can be applied to distributors for cosmetic ingredients, thereby defining relevant GDP (Good Distribution practices).

As a result the existing auditor training course for EFfCI GMP for cosmetic ingredients has been updated and aligned with the new clause structure and requirements. This updated course will be valuable and essential for new auditors performing certification audits, trainers of auditors in EFfCI Cosmetic Ingredient GMP and both customer auditors and cosmetic ingredient supplier internal auditors. This will ensure all auditors are able to carry assessments against the EFfCI Cosmetic Ingredient GMPs.

Through the training, delegates will learn about the GMPs and in interactive sessions understand the key hazards to be identified when auditing cosmetic ingredient suppliers. Delegates should therefore have a quality systems auditor qualification. They will learn the GMP principals, writing nonconformity reports and performing a mock audit as part of the learning experience.

### Course Outline

- Introduction to EFfCI
- EFfCI GMP for Cosmetic Ingredients
- Risk Management
- Where does GMP Start?
- Writing Observations
- Classification of Observations
- Documentation
- The EFfCI GMP Standard
- Mock Audit

For those delegates who wish to perform certification audits against the EFfCI GMP for Cosmetic Ingredients there is an end of course exam as well. All delegates are welcome to attempt this as part of their learning experience.

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## Lecturer Introduction

### Dr. Iain Moore

- BSc University of Bristol, UK (Chemistry)
- PhD University of Bristol, UK (Chemistry)
- Member of the Chartered Institute of Quality Assurance (UK)



#### Professional competence

- Dr Moore has participated in the design and continuous development of the EFfCI GMP Guide for Cosmetic Ingredients since inception in 2005. He has been chair of the GMP committee for the past 5 years.
- He has worked for Croda International Plc, for the past 30 years. Croda is a major supplier of cosmetic ingredients to customers the world over, and is now the Global Head of Quality Assurance.

### Harry Bennett

- BS Fairleigh Dickinson University, USA (Chemistry)
- MS University of Richmond, USA (Chemistry)
- Institute of Packaging Professionals, College of Fellows
- NJ Packaging Executive Club, Hall of Fame



#### Professional competence

- Harry participated in the design and development of the latest edition of the EFfCI GMP Guide for Cosmetic Ingredients.
- He is a member of the Joint Committees that developed ANSI Standards: 455-4 GMP for Over-the-Counter Drugs, and 455-3 GMP for Cosmetics
- Harry is retired from Estee Lauder having held positions as Vice President of Packaging Engineering and Vice President of Quality Assurance
- He is now Adjunct Professor Packaging Engineering, Rutgers, The State University of New Jersey, and continues to consult with the Personal Care Products Council (PCPC).



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## Benefits of the course

After the completion of the course, delegates will be able to:

- Understand how GMP principles are applied to Cosmetic Ingredients
- Acquire the principles and techniques necessary for conducting internal and external audits to the EFfCI Cosmetic Ingredient GMPs
- Understand how the Cosmetic Ingredient GMPs compliment the quality management system requirements in ISO 9001(2015 Edition)
- Have a better understanding of the key risks to be aware of when auditing a Cosmetic Ingredient supplier.
- Improve the delegates' ability to perform internal and external audits of Cosmetic Ingredients

## Who would attend?

- People who have to carry out Internal Auditing to EFfCI Cosmetic Ingredient GMPs
- People who have to carry out Cosmetic Ingredient supplier GMP audits
- People who are responsible for management of EFfCI Cosmetic Ingredient GMPs in their company
- Certifying Body auditors whose report will be used to determine if a Cosmetic Ingredient supplier can receive an EFfCI GMP Certificate.
- People who want to have better understanding on EFfCI Cosmetic Ingredient GMP or want to improve the compliance of their company

## Certification

Delegates who successfully completed the course will be issued a certificate by EFfCI.

Auditors who successfully complete the course and end of training exam will be issued with a certificate issued by EFfCI which will allow them to perform certification audits.

## About EFfCI

EFfCI is a European trade association representing the chemical and natural ingredient industries, the suppliers and service providers for the cosmetic industries. EFfCI was set up in 2000 to represent the collective interests of more than 100 cosmetic ingredient companies in Europe.